

INSTRUCTIONS FOR CONTRACT AMENDMENTS

WHEN AN AMENDMENT MUST BE WRITTEN: You must amend a contract when any of the following occur:

1. If there is a change in the beginning or ending date of the Contract.
2. If a dollar amount changes.
3. If there is a change in the Contract language.
4. If the Contractor's status changes, e.g., name, address or IRS number.
5. If a new service or rate needs to be added to the Contract.

WHEN AN AMENDMENT IS NOT NECESSARY: Do **not** do an amendment when the following occur:

1. If the Contract needs to be terminated. To legally terminate a contract, refer to the contract and follow instructions in the contract.
2. If the Contractor has been purchased by another company. The new company needs to bid for the service following the State Procurement Rules.
3. If the Contract wants to assign its benefits and obligations under the contract to any other entity. The language in the DHS Contract for services prohibits any assignment. The language in the Vendor contract allows assignment, but you must contract State Purchasing and follow their instructions.

INSTRUCTIONS FOR WRITING AN AMENDMENT:

1. Determine what needs to be changed in the original contract.
2. Obtain a copy of the original contract for reference determine the section(s)/paragraph(s) in the original contract that need to be changed.
3. There is an amendment form for State Purchasing Vendor Contracts and one for DHS Contracts for Services. They are available in this Contract Manual and on BCM's web page located at http://www.hsofo.utah.gov/contract_forms.htm

INSTRUCTIONS FOR COMPLETING A DHS CONTRACT FOR SERVICES

1. The original procurement information will be found in Part I, Section A, #7 "Compliance with Procurement Requirements" of the original contract. Fill in the type of procurement per this information.

- a. If the original contract is a result of an RFP, mark "Requisition No." and fill in the original RFP number in the blank provided.
 - b. If the procurement requirement in the original contract was "governmental entity", then mark "Exempt" and fill in "Government Entity" in the blank provided.
 - c. If the original contract is a result of a sole source, mark "Sole Source" and make a copy of the sole source letter to attach to the amendment.
2. Fill in the log number, using the same log number on the original contract.
3. Fill in the contract number, use the same contract number on the original contract. Make sure that you have the correct contract number or you may be amending the wrong contract.
4. Determine the amendment number. If there are previous amendments follow using the next number
5. Fill in the name of the Division/Office/Unit and Region (if any).
6. Fill in the appropriate abbreviation for the Division/Office/Unit. For example: Mental Health is abbreviated "DHS/DMH."
7. Fill in the Contractor information including the Contractor name, address, IRS number and legal status.
8. Briefly state the purpose of the amendment. Use complete sentences. For example, "The purpose of this amendment is to change the Contract ending date and add additional funding."
9. Reference the changes in the order the section(s)/paragraph(s) appear in the original contract. For example, a change in Part I, would be listed before a change in Part IV.
10. After listing the reference for the section(s)/paragraph(s), clearly state what the changes are to be made. For example:
 - a. Part I, Section A, #2 "Contract Period": Change to read:
"The Contract is effective as of July 1, 2003 and terminates on **June 30 2004**, unless..."
 - b. Part I, Section A, # 5 "Type of Contract Payments": Change the second paragraph to read: "...DHS/DCFS shall pay the Contractor not more than **\$72,842.00** for providing..."

c. Part IV, #1 "Payment Rates": Replace the table with the following:

Service Title	Service Code	Unit of Service	Rate (\$)	No. of Service Units	Total Contract Amount (\$)
Community Based Family Resource and Support	CAN	M	C of S	12	\$72,842.00

11. The amendment must be signed by the same person that signed the original contract or by their replacement.
12. E-mail the completed amendment form to the BCM Contract Technician.

INSTRUCTIONS FOR COMPLETING A VENDOR AMENDMENT

1. Fill in the correct contract and amendment number. Make sure that you have the correct contract number or you may be amending the wrong contract. Determine the correct amendment number by determining if there are previous amendments.
2. Fill in the name of the Division/Office/Unit and Region (if any).
3. Fill in the Contractor name.
4. If you are changing the ending date of the contract, fill in #1. You must fill in the original start date and the new ending date of the Contract. If you are not changing the ending date of the contract, omit #1.
5. If you are changing the dollar amount of the contract, you must fill in both #2 and #3. In #2, list the total dollar amount of the amendment. In #3, list the original amount of the contract and the new contract total. If you are not changing the dollar amount of the contract, omit #2 and #3.
6. If you are making any other changes not listed above, fill in #4. For each change, you must list how the contract currently reads and then how you want it to read. If you are not making any other changes, omit #4.
7. You must list the date you want the amendment to be effective in #5.
8. The amendment must be signed by the same person that signed the original contract or by their replacement.
9. E-mail the completed amendment form to the BCM Contract.